

DIRECTIVE

WELFARE-TO-WORK

Number: WD99-4

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
COUNTY WELFARE DEPARTMENT DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: WELFARE-TO-WORK LOCAL PLAN MODIFICATION

EXECUTIVE SUMMARY:

Purpose:

This directive transmits instructions for modifying local plans to incorporate the second year, Fiscal Year (FY) 1999, federal formula Welfare-to-Work (WtW) grant funds. It is anticipated that the California 1999 WtW State Plan will be submitted to the Department of Labor (DOL) in April 1999, and second-year funds will be available in June 1999.

Scope:

This directive contains modification instructions for including the FY 1999 WtW grant funds in the 1998 WtW local plan resulting in a combined plan for both funding allocations. Instructions are also provided for making any necessary changes to your first year, FY 1998, program.

This directive is based on Title 20 Code of Federal Regulations (CFR), Part 645, WtW Grants, Interim Final Rule, and 42 United States Code (U.S.C.) Section 603(a). Elements of this directive are subject to change pending the issuance of the federal WtW Final Rule and the issuance of federal regulations governing data reporting requirements. Policy issues raised in the course of the public hearing process for the 1999 WtW State Plan are available on the State Job Training Coordinating Council at <http://www.sjtcc.cahwnet.gov> web site.

Effective Date:

The instructions contained in this directive are effective immediately.

REFERENCES:

- Title 20 CFR, Part 645, WtW Grants: Interim Final Rule
- Temporary Assistance for Needy Families (TANF) amendment (Section 5001 of the Balanced Budget Act of 1997, Public Law [P.L.] 105-33), 42 U.S.C. Section 603(a)
- California's 1999 WtW State Plan <http://www.edd.cahwnet.gov/wtowricr.htm>
- California Welfare and Institutions Code, Division 9, Part 3, Chapter 2: California Work Opportunity and Responsibility to Kids (CalWORKs)

- California Unemployment Insurance Code, Division 3, Part 1, Chapter 3 (Section 10000 through 10005): Welfare-to-Work Grant Program
- DOL Training and Employment Guidance Letter No. 3-98, Welfare-to-Work Planning Guidance and Instructions for Annual State Plans and Planning Allocations for Fiscal Year 1999

FILING INSTRUCTIONS:

This directive supersedes Directive WD98-1, dated March 10, 1998, and finalizes Draft Directive WDD-3, issued for comment on March 11, 1999. Retain this directive until further notice.

BACKGROUND:

In 1996, Congress enacted the Personal Responsibility and Work Opportunity Reconciliation Act, that consolidated the Aid to Families with Dependent Children, Emergency Assistance, and Job Opportunities and Basic Skills programs into a single block grant named the TANF program. In August 1997, the Governor signed legislation for the CalWORKs program, which implements TANF in California.

Also in August 1997, the President signed P.L. 105-33, the federal Balanced Budget Act of 1997. The P.L. 105-33 supplements TANF with an additional \$3 billion to states to create WtW programs (\$1.5 billion for each FY 1998 and 1999). After certain set-asides at the federal level equaling 1.8 percent of the total funds (plus \$100 million in the second year for performance bonuses), the appropriation is divided into 75 percent for formula grants to states and 25 percent for federal competitive grants to local areas.

For FY 1998, California received \$190,417,247, available from June 30, 1998, through June 29, 2001. According to DOL issuances, California is eligible to receive \$177,227,536 for FY 1999. These funds will be available upon DOL approval of the 1999 WtW State Plan. The State must provide \$1 in nonfederal matching expenditures for each \$2 it receives in federal WtW Grant Program funds.

The DOL will administer the program at the federal level. The Governor designated the Employment Development Department (EDD) as the State administrative entity. The Private Industry Councils (PIC) will administer the program for Service Delivery Areas (SDA) at the local level, unless the Governor submits a request to DOL for a waiver designating an alternate administrative entity for individual or multiple SDAs. The Governor would consider such a waiver on a case-by-case basis (see Alternate Administrative Entity Waiver) under Policy and Procedures below,

The Governor must allocate at least 85 percent of the State's formula grant to SDAs for local programs. The Governor may set aside 15 percent of the State's formula grant for special projects to assist long-term welfare recipients in obtaining unsubsidized employment and for state administration of the WtW Grant Program. For FY 1998, the Governor awarded \$24 million in 15 percent funds through a solicitation for proposal process. We expect this process to be continued for FY 1999. The Interim Final Rule limits the State to an administrative cap of 15 percent, as applied to the total federal allotment the State receives.

The federal WtW legislation allows states up to three years, from the date of their receipt of federal funds, to expend their grants. California expects to receive its second year (FY 1999) federal WtW Grant Program funds in June 1999 and will have 36 months from the actual date of receipt to expend the money. Regardless of when a PIC's (or alternate administrative entity's) funding authority begins, an SDA's subgrant must be expended within 36 months of the date the State receives the federal grant.

POLICY AND PROCEDURES:

Alternate Administrative Entity Waiver:

The PICs will administer the program for SDAs at the local level. However, under certain circumstances, the Governor may designate an alternate entity to administer the program by submitting a waiver request to DOL (Title 20 CFR 645.400). These circumstances may consist of the following:

1. The PIC may decline to accept the WtW funds for its SDA by submitting an Alternate Administrative Entity Waiver form (Attachment 1). In accordance with the federal law, this action will require the Governor to designate an alternative local entity to administer the program. Upon submission of this form, a waiver document requesting such action will be submitted to the Secretary of Labor.
2. If the PIC, the Chief Elected Official (CEO), and the County Board(s) of Supervisors within the SDA are unable to agree on the local program, resulting in refusal of any one of the parties to sign the local WtW plan, the State will work with the local area to attempt to resolve the problem. Should such an agreement not be reached, this may indicate potential coordination issues that can affect the efficiency and effectiveness of the program, and the Governor may submit a waiver request to DOL for designating an alternate entity.

Plan Development and Coordination Requirements:

The key philosophy throughout the 1999 WtW State Plan and these planning instructions is local flexibility and accountability. As is true with CalWORKs, program design must be driven locally and reflect the demographic and workforce needs of the community. The PICs have broad discretion in how federal formula WtW Grant Program funds are expended within their SDAs, but they must coordinate the expenditure of these funds with CalWORKs expenditures. It is imperative that the local plans are developed jointly between the PIC and the County Welfare Department (CWD).

The plans must demonstrate that the local WtW Grant Program complies with State and federal requirements. This includes a demonstration of efforts to coordinate and consult with local partners, including but not limited to, CWDs, Job Training Partnership Act (JTPA) programs, educational institutions which administer the Child Care Development Block Grant, housing agencies, transportation agencies, county alcohol and drug representatives, EDD's Job Service and local Labor Market Information representatives, faith-based organizations, community colleges, One-Stop Career Centers, and community-based organizations. Efforts to engage the business community, foundations, and other organizations must be described, as well. The local

plans will follow the general outline of the 1999 WtW State Plan. However, they must be specific regarding such activities as local collaboration, target populations and allowable activities, assessment and referral procedures, case management, leveraging of local resources to be used as potential match, and local performance goals.

The DOL issued the Interim Final Rule for the WtW Grant Program (Title 20 CFR Part 645) on November 18, 1997. Included in the planning instructions, which follow, are citations from the Interim Final Rule. In order to successfully develop and complete its local plan modification, the PIC should refer to the Interim Final Rule for WtW Grants, the TANF amendment (Section 5001 WtW Grants) in P.L. 105-33 (42 U.S.C. Section 603(a), the DOL Final Planning Guidance and Instructions for WtW Formula Grants, and California's 1999 WtW State Plan.

Limit on Administrative Funds:

The Interim Final Rule limits the State to an administrative cap of 15 percent of the total federal WtW Grant Program funds it receives. In California, the PICs will be limited to an administrative cap of 13 percent of their WtW Grant Program formula grants.

FY 1999 Plan Modification Requirements:

This plan modification will incorporate the FY 1999 federal formula WtW Grant funds into the existing FY 1998 local plan. This will result in a combined local plan for both FY 1998 and FY 1999 funds. In addition to including the FY 1999 funds, PICs/SDAs may use this modification to reflect any changes to their FY 1998 plan.

The planning instructions contained in Attachment 2 closely follow the plan outline for FY 1998 issued under Directive WD98-1. Many elements of the plan are not required to be resubmitted unless changes have occurred or the addition of FY 1999 funds results in a change in program design. However, changes have been made to Part III, Allowable Activities Section A; Part V, Performance and Oversight Section A; and expenditure and participant forms that will require submission of revised forms.

The minimum requirements for the FY 1998 and 1999 plan modification include:

- Table of Contents
- Signature Page(s)
- Part III Section A (1) Planned Employment Activities
- Part III Section A (2) Additional Planned Services
- Part V Section A (1) Planned Performance Goals
- Part VII Section A (1) and (2) FY1998 and FY1999 Expenditure Plans
- Part VII Section B (1) and (2) FY 1998 and FY 1999 Participant Plans

Plan modifications must follow the provided format contained in the plan instructions and forms. A form has been provided for the plan narrative Part II through Part VI. Submit only those sections either required above or which incorporate changes.

The local plan instructions and forms are available on the Internet in Microsoft Word 97. They may be accessed through the WtW Resource Information Center at <http://www.edd.cahwnet.gov/wtowcom.htm> and selecting "Planning Documents."

FY 1999 Subgrants and Planning Allocations:

Preliminary planning allocations have been issued under WtW Information Bulletin WB99-6 and should be used in developing this plan modification. Final allocations will be issued as soon as they are available.

The WtW FY 1999 formula funds will be authorized in a separate subgrant. Instructions for initiating the subgrant will follow.

Local Plan Time Frames:

Local plans should reflect the 36-month time frame for each allocation. Operational dates for FY 1998 are from June 30, 1998, through June 29, 2001. For FY 1999 planning purposes, the State anticipates receiving funding authority by June 1999. The State will have 36 months from the actual date the funds are received to expend the money. Therefore, for FY 1999 planning purposes, SDAs should plan to have funds expended by May 2002.

The State recognizes that effective July 1, 2000, the Workforce Investment Act (WIA) will repeal JTPA and the existing PIC structure. However, PICs should develop local WtW plans within the time frames described above. Further instructions on how the WtW program will be affected by the repeal of JTPA will be provided at a later date.

Approval and Publication Requirements:

The PICs must demonstrate coordination with local partners including joint development of the local plan with CWD. Plans must include the signature of the PIC chair and the CEO. Additionally, each affected County Board of Supervisor must approve the plan at a public meeting and must provide evidence of Board action or signature on the plan signature page. The County Board of Supervisors will consider input from CWD when board action is taken.

The California Unemployment Insurance Code, Section 10000, allows multiple PICs or alternative administrative entities in a single county to combine their WtW plans into a single countywide WtW plan. The plan should be signed by all affected PICs and the designated CEO(s) (as determined by a joint powers agreement) for each affected SDA. Additionally, the County Board of Supervisors must approve the plan at a public meeting and must provide evidence of Board action or sign the plan signature page. Contact your Job Training Partnership Division (JTPD) program manager for additional information if your county wishes to pursue this option.

In order to accommodate the different SDA/county configurations, the plan instructions and forms contain three forms for the required signatures: (1) standard signature page, (2) multiple SDAs and single county, and (3) single SDA and multiple counties.

There are no specific federal publication requirements for the local WtW Grant Program plans. However, at a minimum, the WtW local plan modification must be open to public comment at PIC meetings prior to submission to the State.

Other Plan Modifications:

After the initial FY 1999 plan modification, PICs may submit other modifications to their local WtW Grant Program plans to the State at any time during the program. Plan modifications must clearly identify the local plan components being changed, the reasons for the changes, the expected outcomes of the changes, and must contain a signature page attesting to the PIC/CEO/County Board(s) of Supervisors agreement to the changes.

Types of changes for which plan modifications would be required are:

- Reconsideration of which participants to target within the eligible population;
- Reconsideration of the allowable activities;
- New agreements between the PIC and CWD regarding eligibility determination and/or assessment; and
- Revised performance goals.

Plan modifications must follow the format as described in these instructions and should be submitted to the PIC's JTPD program manager.

ACTION:

1. Prepare FY 1999 WtW local plan modification in accordance with the attached instructions.
2. Submit four copies of the completed modification to the State by May 28, 1999. Original signatures must appear on at least two of the copies. Use one of the following methods:

Mail:	Employment Development Department Job Training Partnership Division Attn: Jim Curtis P.O. Box 826880, MIC 69-1 Sacramento, CA 94280-0001
Courier Service/Overnight Mail:	Employment Development Department Job Training Partnership Division Attn: Jim Curtis 800 Capitol Mall, MIC 69-1 Sacramento, CA 95814
Hand Deliver:	Employment Development Department Job Training Partnership Division Attn: Jim Curtis 722 Capitol Mall, Room W1077 Sacramento, CA 95814

INQUIRIES:

Please direct questions about developing your WtW local plan to your program manager.

/S/ BILL BURKE

Assistant Deputy Director

Attachments

Welfare-to-Work Alternative Administrative Entity Waiver

Complete this item only if your Private Industry Council (PIC) does not wish to assume responsibility for operating the Welfare-to-Work Grant Program for your Service Delivery Area.

SDA: _____ PIC: _____

PIC Address: _____

Phone Number: _____ Fax Number: _____

PIC Chair: _____

The above-named PIC does not accept the responsibility for administering the federal Welfare-to-Work Grant Program within its Service Delivery Area.

Signature of PIC Chair

Date

Please send this form to the Employment Development Department's Job Training Partnership Division via overnight mail, or hand deliver per directions provided in the Policy and Procedures section of this directive. In accordance with the federal law, this action will require the Governor to designate an alternate local entity to administer the program. A waiver document requesting such action will be submitted to the Secretary of Labor.



State of California

Welfare-to-Work Local Plan Instructions and Forms

**Prepared by
Job Training Partnership Division**

April 1999

WELFARE-to-WORK GRANT PROGRAM LOCAL PLAN

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WtW LOCAL PLANNING INSTRUCTIONS

INTRODUCTION

This contains instructions for modifying the Fiscal Year (FY) 1999 WtW grant funds into the 1998 WtW local plan resulting in a combined plan for both funding allocations (FY 1998 & FY 1999). Instructions are also provided for making any necessary changes to your first year, FY 1998, program.

GENERAL PLANNING INSTRUCTIONS

In preparing their local plans, Private Industry Councils (PIC) must include all required items as detailed below and any additional items that have changed since the initial plan was submitted.

- Table of Contents
- Signature Pages
- Part III — Section A (1) Planned Employment Activities
- Part III — Section A (2) Additional Planned Services
- Part V — Section A (1) Planned Performance Goals
- Part VII — Section A (1) and (2) FY1998 and FY1999 Expenditure Plans
- Part VII — Section B (1) and (2) FY 1998 and FY 1999 Participant Plans

A page header, containing modification and Service Delivery Area (SDA) information, is on each page of the WtW local plan. Complete the header by checking the appropriate box to identify the modification. The Initial 1999 Modification is the modification that incorporates the FY 1999 funds into the FY 1998 plan. For any subsequent modifications, the Other Modification box should be checked. Enter the modification number. For example, if this is the first modification made since the initial 1998 plan was submitted, the entry would be "one." Additionally, complete the SDA name and enter the date of the modification.

Submit four copies of the Initial 1999 Modification plan to the State by May 28, 1999, as described in the Action section of WDD99-4. Subsequent modifications may be submitted at any time. Original signatures must appear on at least two of the copies.

PLAN COMPLETION INSTRUCTIONS

COVER PAGE

The WtW local plan cover page contains information on which Service Delivery Area (SDA) and county(ies) are submitting the plan. Complete the WtW local plan cover page and include it as the first page of your plan.

TABLE OF CONTENTS

The WtW Grant Program Local Plan Table of Contents provides an outline of all the WtW plan elements. See General Planning Instructions for the required sections for the Initial 1999 Modification. Complete the WtW Grant Program Local Plan Table of Contents. Mark an "X" in the column "Included" for each section you are modifying. Provide the page number for each section attached.

SIGNATURE PAGES

The plan modification will include the signature of the PIC Chair and the Chief Elected Official (CEO). Evidence of Board action or signature on the plan signature page by the County Board(s) of Supervisors is required. Evidence of Board action is defined as a County Board Resolution. If you are using the County Board Resolution, attach an original copy following the plan signature page.

The California Unemployment Insurance Code, Section 10000, allows multiple PICs or alternative administrative entities in a single county to combine their WtW plans into a single countywide WtW plan. The plan should be signed by all affected PICs and the designated CEO(s) (as determined by a joint powers agreement) for each affected SDA. Additionally the County Board of Supervisors must approve the plan at a public meeting and must provide evidence of Board action or sign the plan signature page.

In order to accommodate the different SDA/county configurations, the plan instructions and forms contain three forms for the required signatures: (C1) standard signature page, (C2) multiple SDAs and single county, and (C3) single SDA and multiple counties. All WtW plans must complete the standard signature page (C1). If multiple SDAs within a single county are submitting the plan, form C2 provides additional signature blocks for PICs and CEOs. If a single SDA within multiple counties is submitting the plan, form C3 provides a signature block for each affected County Board of Supervisors.

When the plan is certified by the State, an approved signed copy will be returned to the PIC.

PART I — RESPONSIBLE ENTITIES

Part I — Section A Administrative and Fiscally Responsible Entity

Information regarding the local entity that will administer the WtW program and the local government entity that will accept fiscal liability for the WtW program is required. Complete the Administrative and Fiscally Responsible Entities form. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part I — Section B Joint Resolution

A signed Joint Resolution between the County Board of Supervisors or City Council and the PIC to designate the administering agency and signatory authority is required. This document establishes fiscal responsibility and PIC designation of an entity to administer the WtW Grant Program funds. If Joint Powers and PIC/CEO agreements exist for the JTPA program, these agreements may be used. ***For modification purposes, completion of this item is not required unless changes have been made.***

PART II — ELIGIBILITY

Part II — Section A General Information

The federal WtW Grant Program legislation defines the individuals who are eligible to participate in the local WtW Grant Program. The law requires that a minimum of 70 percent of the WtW Grant Program funds be expended on individuals who are long-term recipients of Temporary Assistance for Needy Families (TANF) (California Work Opportunity and Responsibility to Kids [CalWORKs] in California) and who have barriers to employment as described in 20 CFR 645.212. These individuals include:

- The CalWORKs recipients who have been on aid for 30 months or more, consecutive or cumulative, or who are within 12 months of the federal- or state-imposed durational time limits on aid. These recipients will also have to meet at least two of the following barriers to employment:
 - ◆ they failed to complete secondary school or to obtain a certificate of general equivalency, and have low skills in reading or mathematics;
 - ◆ they require substance abuse treatment for employment; and/or
 - ◆ they have poor work histories.
- A noncustodial parent of a minor child, where either the custodial parent, the minor child or the custodial caretaker relative, is in receipt of TANF benefits and the noncustodial parent has at least two of the barriers to employment described above.
- Individuals who meet two of the three specified barriers to employment and who are no longer receiving TANF assistance because they have reached the federal five-year lifetime limit on aid or a state-imposed lifetime limit on aid.

Up to 30 percent of the formula grant allocation may be spent on individuals described under 20 CFR 645.213. These individuals must have characteristics associated with or predictive of long-term welfare dependence and be either:

- TANF recipients;
- Noncustodial parents of minors whose custodial parents are receiving TANF assistance; or
- Individuals eligible to receive TANF assistance but no longer receiving aid because they have reached either the federal five-year lifetime limit or a state-imposed lifetime limit on aid.

Part II — Section A (1) Eligible Populations

Describe whom you will target within the statutorily eligible populations for services under the WtW Grant Program. Include information about how you will ensure that at least 70 percent of the funds will be used to serve CalWORKs recipients who are eligible under the 70 percent provisions (20 CFR 645.212). Describe what percentage of funds (up to 30 percent) will be used for other individuals who have the characteristics of long-term welfare recipients and are eligible under the 30 percent provision (20 CFR 645.213). Provide information on targeting services to noncustodial parents. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part II — Section A (2) Targeting Strategy Coordination with County Welfare Department (CWD)

The PICs are required to collaborate with local government officials and CWDs to determine the needs and priorities of the local areas, their targeting strategies, the range of services they will make available, as well as the strategies they will employ to ensure that eligible participants receive the appropriate services. Describe the process used to determine your local targeting strategy and how that strategy complements local CalWORKs plans. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part II — Section B General Information

Both the federal law and the Interim Final Rule allow states and local areas to designate additional characteristics associated with, or predictive of, long-term dependence for purposes of serving individuals within the optional 30 percent funding category (20 CFR 645.213 (a) (2)).

Part II — Section B (1) Additional Characteristics

Provide a list of the characteristics of long-term welfare dependency you intend to use in your local area(s) for determining eligibility under the 30 percent provisions (20 CFR 645.213). ***For modification purposes, completion of this item is not required unless changes have been made.***

Part II — Section B (2) Additional Characteristics Coordination with CWD

Describe how the identification of additional characteristics under the 30 percent eligibility provisions is coordinated with the local CWD. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part II — Section C General Information

According to the Interim Final Rule, it is necessary for the local PIC, or alternate administrative entity, to ensure that WtW Grant Program funds are spent only on those individuals who are eligible to participate in the program. The PIC must ensure that mechanisms are in place to determine WtW Grant Program eligibility for those individuals who participate (20 CFR 645.214). The PIC must coordinate these efforts

with the local CalWORKs entity. The PIC must also ensure that each WtW Grant Program participant has had a written assessment of skills, prior work experience, and employability as well as a completed individualized strategy for transition to unsubsidized employment (20 CFR 645.225 (c)).

Part II — Section C (1) Participant Eligibility Determination

Describe how the PIC will coordinate with CWD(s) to determine eligibility for the populations served, including the determination of eligibility for noncustodial parents. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part II — Section C (2) Coordination for Assessment and Case Management

Describe how you will coordinate with the CWD(s) for the assessment, individual responsibility plan development, referral, and case management of WtW Grant Program participants. This must include a description of the respective roles of both agencies as they relate to CalWORKs participants and noncustodial parents. ***For modification purposes, completion of this item is not required unless changes have been made.***

PART III — ALLOWABLE ACTIVITIES

Part III — Section A General Information

There is a range of activities that are allowable under the WtW Grant Program (20 CFR 645.220). Activities must be based on the "work first" philosophy reflected in the WtW legislation. Federal law and regulation do not, however, define allowable activities, except by example. The 1999 WtW State Plan provides state definitions for the following paid employment activities:

- **Community Service** positions can be with public or private non-profit employers. Participants in community service positions funded through the WtW Grant Program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer. The activity must comply with the anti-displacement provisions contained in state law.
- **Work Experience** can be with public or private employers. Participants in work experience positions funded through the WtW Grant Program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer. The activity must comply with the anti-displacement provisions contained in state law.
- **On-the-Job Training (OJT)** is employment by an employer in the public or private sector. A portion of the wages paid by the employer may be reimbursed to cover the employer's expense in training the individual.

- **Job Creation** in which the WtW client draws a salary and is considered to be an employee, is available through public or private sector employment wage subsidies (must be further defined at the local level).

The following additional activities are described in the 1999 WtW State Plan as well as federal regulations 20 CFR 645.220:

- Job Readiness Services
- Job Placement
- Post-employment Services
- Job Retention and Support Services
- Individual Development Accounts

Job readiness, job placement, and post-employment services must be financed through vouchers or contracts with public or private providers, unless an operating entity is also directly operating a community service, work experience, OJT, or job creation program. Then job readiness, job placement, and post-employment services may be offered by the operating entity as part of these services.

Intake, assessment, eligibility determination, development of individualized service strategy (ISS), and case management may be incorporated into the design of any of the allowable activities. Where appropriate, CalWORKs assessments and ISS should be used.

Part III — Section A (1) Planned Employment Activities

This section provides information on the following WtW employment activities that you will provide under the formula WtW Grant Program. Definitions are provided in the 1999 WtW State Plan and in Part III Section A General Information above.

- Community Service
- Work Experience
- OJT
- Job Creation through public or private wage subsidies

Check which employment activities you will be providing and describe any limitations you will place on the use of these activities. If you plan to provide job creation activities, provide the locally agreed upon definition.

Part III — Section A (2) Additional Planned Services

This section provides information on the following additional services that you plan to provide under the formula WtW Grant Program.

- Job Readiness
- Job Placement Services
- Post-employment Services
- Job Retention and Support Services
- Individual Development Accounts

Check the above services that you will offer and provide a description of each service including any limitation you will place on the use of these services. Also, identify whether job readiness, job placement, or post-employment services will be provided through vouchers or contracts or offered by the operating entity under a comprehensive program.

Part III — Section B General Information

The PIC must coordinate provision of services with the local CalWORKs program. Additionally, WtW Grant Program funds can only be used for supportive services and job retention services if those services are not otherwise available to eligible participants (20 CFR 645.225).

Part III — Section B (1) Overall Service Strategy

Describe the overall service strategy which will be used for the targeted populations and how it will support the local CalWORKs plan. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part III — Section B (2) Service Determination

Describe how the PIC and CWD will determine appropriate services for the individual participants. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part III — Section B (3) Service Strategy Results

Describe how this strategy will result in placement/retention and will lead to long-term self-sufficiency. Include a description of your labor market, how your service strategy helps meet local labor market needs, and how you will involve employers in meeting your objectives. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part III — Section B (4) Job Retention and Support Services

Describe the process you will use to ensure that job retention and support services are not otherwise available to WtW Grant Program participants, and that these services are coordinated with the CalWORKs program and other local entities, such as local county substance abuse treatment programs. ***For modification purposes, completion of this item is not required unless changes have been made.***

PART IV — COORDINATION

Part IV — Section A General Information

The Interim Final Rule requires that the WtW Grant Program be coordinated with local workforce preparation and WtW partners (20 CFR 645.225). These include, but are not limited to, CWDs, community colleges, One-Stop Career Centers, housing agencies, the business community, faith-based organizations, education, community-based organizations, economic development entities, the EDD Job Service, transportation agencies, county alcohol and drug agencies, WtW 15 Percent Governor's Special

Projects, DOL 25 Percent Competitive subgrantees and Job Training Partnership Act (JTPA) programs. In addition, there are a number of local plans mandated under CalWORKs which address services to welfare recipients (see Attachment 3).

The local WtW Grant Program plan must identify how the PICs will link with potential partners. The plan must document that collaboration occurred with the local lead agency responsible for coordination with the WtW Job Creation Task Force (Government Code Section 15365.55 subdivision (g) paragraph (I)). In addition, the WtW Grant Program plan must be consistent with the CalWORKs plan developed by the CWD, and other welfare-related plans listed in Attachment 3.

Part IV — Section A (1) Coordination with Local Partners

Describe your efforts to coordinate planning and service delivery with the local partners listed below. Also, include the role each partner will play in supporting the local WtW Grant Program and the specific agreements reached.

- CWDs
- JTPA programs
- Education institutions, including those which administer the Child Care Development Block Grant
- Community colleges
- One-Stop Career Centers
- The Job Service
- The local Labor Market Information representative
- WtW 15 Percent Governor's Special Projects
- DOL 25 Percent Competitive subgrantees
- Housing agencies
- Transportation agencies
- County Alcohol and Drug Treatment Agencies
- The business community
- Faith-based organizations
- Economic development entities
- Foundations
- Community-based organizations
- Others (please list)

For modification purposes, completion of this item is not required unless changes have been made.

Part IV — Section B General Information

The law and regulations require a state match for WtW Grant Program funds (20 CFR 645.300). While the State cannot require local match as a condition of receipt of the local WtW Grant Program allocation, the degree to which local partners leverage resources will enhance the success of the program and ensure successful placement and retention of WtW Grant Program participants in jobs. Efforts to identify local match may be favorably viewed when the State comments on applications to the DOL for federal competitive WtW Grant Program funds, as well as when it reviews applications for the Governor's discretionary funds.

Part IV — Section B (1) Leveraging WtW Resources

Describe your efforts to use the WtW Grant Program funding to leverage other local resources. ***For modification purposes, completion of this item is not required unless changes have been made.***

Part IV — Section B (2) Leveraged Resources Qualified as State Match

Identify any of the leveraged resources you have generated or for which commitments have been made, including the source, amount and type (either cash or in-kind), and whether such resources could be counted in meeting future federal match requirements. Describe how these resources will be used to support the local WtW Program. This information is requested to indicate an enhanced level of local commitment. ***For modification purposes, completion of this item is not required unless changes have been made.***

PART V — PERFORMANCE AND OVERSIGHT

Part V — Section A General Information

California's performance goals for the FY 1998 and FY 1999 WtW Grant Program include an entered unsubsidized employment rate, a job retention rate, and an increase in earnings rate. These goals are based, in part, on the State's historical experience in serving JTPA participants with similar characteristics to the target group for the WtW Grant Program. These are initial targets based on limited data. The State understands that the participant population and the program design for WtW are different than those under the JTPA. The State will continue to refine these goals as the program progresses and additional quarterly data become available.

The planned statewide goals, as described in the State WtW Grant Program plan, are as follows:

Entered unsubsidized employment rate	At least 45 percent of WtW Grant Program clients will be placed in unsubsidized employment.
Job retention at six months	At least 70 percent of the participants placed into unsubsidized employment should be employed six months after placement.
Increase in earnings rate	The average wage at six-month follow-up should increase by 10 percent over the average wage at placement for participants who remain employed for six months.

The DOL reporting instructions issued in TEGL 11-97, Change 1, and the WtW Performance Bonus Criteria issued in Federal Register Volume 62, Number 225, provide direction and reporting instructions on the above performance goals. Since the issuance of the State Plan, the calculations for the increase in earnings rate has been

clarified. Instead of using the average wage at six months, the DOL measurement of increase in earnings compares earnings in the base quarter (quarter in which first unsubsidized job was obtained) with earnings in the two subsequent quarters. The State will adopt this measurement and will adjust the state plan accordingly to reflect a goal of a 10 percent increase in earnings from the base quarter through the second subsequent quarter.

Part V — Section A (1) Planned Performance Goals

This section provides information on local planned performance goals for placements, job retention, and increase in earnings for the WtW Grant Program and how these goals were derived. The following definitions and examples are provided to assist you in the development of your local goals and completing the Performance Goals Worksheet for FY 1998 and FY 1999. These goals will be used as benchmarks to assist the State in providing technical assistance to local areas. Additionally, the State recognizes that local performance goals may differ somewhat from those in the State Plan.

Definitions and examples:

- Entered Unsubsidized Employment Rate - This is the percentage of participants entering unsubsidized employment for the first time while receiving WtW services. This placement cannot be reported again unless the person is terminated from the WtW program and comes back after not receiving WtW services for at least 90 days.
- Job Retention Rate - Retention is defined as when an eligible individual is placed in unsubsidized employment and remains in the workforce for six months with earnings in the two consecutive quarters following the quarter of placement. The six-month retention rate starts with the first unsubsidized job. Retention will be measured by the number of participants employed in unsubsidized employment in the base quarter (quarter of initial job) who are retained in unsubsidized employment in the first and second subsequent quarters. The following provides an example:
 - ◆ The date of the first unsubsidized job is January 14. This establishes the base quarter (Quarter 1 January – March).
 - ◆ The quarters in which retention will be measured are the first and second subsequent quarters after the base quarter. This would be Quarter 2 April – June and Quarter 3 July – September.
 - ◆ If the participant earns wages in both the first and second subsequent quarters (Quarter 2 April – June and Quarter 3 July – September) after the base quarter (Quarter 1 January – March) the six-month job retention goal has been met.
 - ◆ If the participant loses the first unsubsidized job and obtains a second or third unsubsidized job, the retention “time clock” continues to run beginning with the first unsubsidized job. The six-month job retention will be achieved if the participant earns wages in the first and second subsequent quarters after the quarter in which they were placed in the first job. Different employers or

time lapses between jobs do not affect the job retention “time clock” as long as wages were earned in both subsequent quarters. However, lapses in employment, which reduce the amount of wages earned during a quarter period, will affect the increase in earnings measurement.

- Increase in Earnings – Increase in earnings is measured only on the participants that have achieved job retention as described above. The measurements are based on a six-month time frame between the base quarter and the second subsequent quarter. The following continues the example provided above:
 - ♦ The participant earned \$2,500 in the base quarter (Quarter 1 January – March) and \$3,000 in the second subsequent quarter (Quarter 3 July – September). The increase in earnings is calculated as follows:

$\$3,000 \text{ minus } \$2,500 = \$500 \text{ (increase in earnings)}$

$\$500 \text{ divided by } \$2,500 = 20\% \text{ (increase in earnings rate)}$

Part V — Section B General Information

The law requires that the Governor monitor PICs, or alternate administrative entities, funded through the State’s formula grants for the WtW Grant Program (20 CFR 645.245). This monitoring must be done periodically for compliance with the law and regulations. The PICs have the responsibility for monitoring their subgrantees and service providers for compliance with the law and regulations (20 CFR 645.425(b)(4) and 645.425(b)(7)).

Part V — Section B (1) Oversight Plan

Describe your oversight plan for the WtW Grant Program, including a description of the oversight activities of the PIC and CEOs. The plan should include monitoring strategies, policy development, and program evaluation. ***For modification purposes, completion of this item is not required unless changes have been made.***

PART VI — FINANCIAL MANAGEMENT SYSTEMS

Part VI — Section A Financial Management System

The Interim Final Rule identifies the appropriate DOL regulations that specify the rules applicable to WtW Grant Program funds in the areas of fiscal and administrative requirements and financial reporting (20 CFR 645.230 and 20 CFR 645.240(c)).

Describe your financial management system for WtW Grant Program funds in accordance with the appropriate federal requirements. Include a description of how that system meets allowable cost principles and how it will report WtW expenditures and program income on the accrual basis of accounting. In addition, describe your procurement policies and procedures for awarding WtW Grant Program funds to subrecipients and include elements such as competitive bid procedures, conflict of interest, code of conduct, and debarment and suspension. ***For modification purposes, completion of this item is not required unless changes have been made.***

PART VII — EXPENDITURE AND PARTICIPANT PLANNING

Part VII — Section A General Information

This section contains information on the planned expenditures for both FY 1998 and FY 1999 formula WtW Grant Program. In accordance with DOL reporting instructions, expenditures and participants are tracked and reported separately for each fiscal year. Therefore, an expenditure and participant plan will be required for FY 1998 and FY 1999 WtW grant funds. We would encourage SDAs to use the First-In, First-Out accounting method for expending funds and enrolling participants in the two funding allocations.

Part VII — Section A (1) Expenditure Plans

The formula WtW Grant plan must include two expenditure plans, one for FY 1998 and one for FY 1999. Each has identical data elements and the following line-item instructions apply to both forms.

- Line A Total FY 1998 or 1999 Allocation - Enter your WtW formula grant allocation.
- Line B Planned Total Expenditure for 70 percent Eligibles - Enter the planned total expenditure (minimum 70 percent of the total allocation) that will be spent on participants eligible under the 70 percent eligibility provisions (20 CFR 645.212).
- Line C Planned Total Expenditure of 30 percent Eligibles - Enter the planned total expenditure (maximum 30 percent of the total allocation) that will be spent on participants eligible under the 30 percent eligibility provision (20 CFR 645.213). The sum of Lines B and C must equal Line A.
- Line D Planned Total Administration - Enter the total planned administration. This line must not exceed 13 percent of the total allocation.
- Line E Planned Total Information Technology - Enter the total planned expenditure for the computer hardware and software needed for tracking or monitoring the WtW grant program.
- Line F Planned Total Program - Enter the total planned expenditure for the WtW grant program excluding costs identified under lines D. (Planned Total Administration) and E. (Planned Total Information Technology). The sum of lines D through F must equal the total allocation on line A.
- Line G Planned Cumulative Expenditures - Enter the planned total cumulative expenditures for each quarter ending date on the form. Total cumulative expenditures must contain all program costs including administration and information technology.

Part VII — Section A (2) Planned Expenditure by Activity

Enter the total planned expenditure for each of the activities listed in lines A. through I. Total planned expenditure by activity must contain all program costs including

administration and information technology. Line J. Total, should equal the sum of lines A. through I. and must equal the total allocation in Section A (1), Line A.

Part VII — Section B General Information

The formula WtW Grant plan must include two participant plans, one for FY 1998 and one for FY 1999. Unlike JTPA participant plans, WtW participants are enrolled and tracked separately by each allocation. The participant plan must relate to the expenditure plan for each fiscal year.

Part VII — Section B (1) Quarterly Participant Plans

Each participant plan has identical data elements and the following line-item instructions apply to both forms.

Line A Total participants served - Enter the planned cumulative participants to be served for each quarter listed under the column labeled Fiscal Quarter Ending Date.

Line A1 Required beneficiaries (70 percent eligibles) - Enter the planned cumulative participants to be served under the 70 percent eligibility criteria (20 CFR 645.212) for each listed quarter.

Line A2 Other eligibles (30 percent eligibles) - Enter the planned cumulative participants to be served under the 30 percent eligibility criteria (20 CFR 645.213) for each listed quarter. The sum of lines A.1. and A.2. must equal line A. Total participants served.

Line B Total participants placed in unsubsidized employment - Enter the planned cumulative participants who have entered unsubsidized employment. Include all participants who are placed in unsubsidized jobs for the first time while receiving WtW services. Exclude participants who are placed in any job for which the employer receives a wage subsidy.

Line C Total participants retained 6 months in unsubsidized employment – Enter the planned cumulative participants who have remained in unsubsidized employment for 6 months. The 6-month job retention begins on the date of the first unsubsidized job as defined above.

Line D Total participants terminated - Enter the planned cumulative participants to be terminated from the WtW grant program.

Part VII — Section B (2) Planned Enrollments by Activity

Enter the total planned participants for each activity listed in line Items A through I. Participants may be enrolled in multiple activities, therefore the total planned participant column will not sum to total participants served.

Welfare-to-Work Local Plan

Cover Page

SDA(s)

County(ies)

Welfare-to-Work Grant Program Local Plan

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A(2)	Targeting Strategy Coordination with CWD		
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B(2)	Additional Characteristics Coordination with CWD		
Sec. C(1)	Participant Eligibility Determination		
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Welfare-to-Work Standard Signature Page

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The undersigned Private Industry Council (PIC) Chair, the Chief Elected Official (CEO) for the above named Service Delivery Area (SDA) have approved the attached local Welfare-to-Work (WtW) Plan and agree to operate or cause to be operated programs pursuant to this plan. Additionally, the County Board(s) of Supervisors has approved the attached local WtW plan as evidenced by signature below or the attached Board Resolution. It is expected that the local plan has been developed jointly between the PIC and the County Welfare Department (CWD), and that the County Board of Supervisors considered the input of the CWD when board action was taken. The undersigned certify that they concur with the contents of this plan and agree that this plan shall be funded through subgrants executed between the named subgrantee and the State of California and that no such subgrant shall be executed without their concurrence. This plan and any modification consists of the Table of Contents, and all the sections indicated by an "X" on the Table of Contents.

Approved for the PIC:

(Signature)

(Name)

(Title)

(Date)

Approved for the CEO:

(Signature)

(Name)

(Title)

(Date)

For state use only:

Approved for the County Board of Supervisors in _____ County

☐ Board Resolution attached (not required if signed)

(Signature)

(Name)

(Title)

(Date)

Approved for the State of California:

(Signature)

(Name)

(Title)

(Date)

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Multiple SDAs, Single County

Additional Private Industry Council and Chief Elected Official signatures:

Approved for PIC	Approved for CEO
_____	_____
(Signature)	(Signature)
_____	_____
(Name)	(Name)
_____	_____
(Title)	(Title)
_____	_____
(Date)	(Date)

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Single SDA, Multiple Counties

Chairs of additional County Boards of Supervisors plan approval signatures:

Approved for the County Board of Supervisors in _____ County or

☐ County Board Resolution attached.

(Signature)

(Name)

(Title)

(Date)

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PART I SECTION (A) ADMINISTRATIVE AND FISCALLY RESPONSIBLE ENTITIES

If the Private Industry Council will accept the responsibility for administering the program, please provide the following information.

1. Complete the following information for the local entity that will administer the Welfare-to-Work Grant Program within your Service Delivery Area (SDA).

Administrative Entity

Number and Street

City and ZIP Code

Phone Number and FAX Number

Contact Person

2. Complete the following information for the local governmental entity which will accept fiscal liability for Welfare-to-Work Grant Program funds within your SDA.

CEO

Number and Street

City and ZIP Code

Phone Number and FAX Number

Contact Person

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NARRATIVE FORMS

PART II — ELIGIBILITY

Part II — Section A (1) Eligible Populations

Describe your target populations that will receive services. Include information about how you will ensure that at least 70 percent of the funds will be used to serve CalWORKs recipients who demonstrate the required characteristics of long-term welfare dependency. Describe what percentage of funds (up to 30 percent) will be used for other individuals who are eligible under the 30 percent provision. Provide information on targeting services to noncustodial parents.

Part II — Section A (2) Targeting Strategy Coordination with CWD

Describe the process used to determine your local targeting strategy and how that strategy complements local CalWORKs plans.

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Part II — Section B (1) Additional Characteristics

List any additional characteristics of long-term welfare dependency you intend to use in your local areas within the 30 percent eligibility provisions.

Part II — Section B (2) Additional Characteristics Coordination with CWD

Describe how the identification of additional characteristics was coordinated with the local CWD.

Part II — Section C (1) Participant Eligibility Determination

Describe how you will coordinate with CWD(s) to determine eligibility for the populations served, including the determination of eligibility for noncustodial parents.

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Part II — Section C (2) Coordination for Assessment and Case Management

Describe how you will coordinate with the CWD(s) for the assessment, individual responsibility plan development, referral, and case management of WtW Grant Program participants. This must include a description of the respective roles of both agencies as they relate to CalWORKs participants and noncustodial parents.

PART III — ALLOWABLE ACTIVITIES

Part III — Section A (1) Planned Employment Activities

Check the planned employment activities that you will provide under the WtW Grant Program. Also describe any limitations you will place on the use of these services.

- ☐ Community Service
- ☐ Work Experience
- ☐ On-the-Job Training
- ☐ Job Creation through public or private wage subsidies (if you will provide this activity, describe below.)

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Part III — Section A (2) Additional Planned Services

Check the services that you will offer and provide a description of each service including any limitation you will place on the use of these services. Also identify whether job readiness, job placement, or post-employment services will be provided through vouchers or contracts or offered by the operating entity under a comprehensive program.

	Planned Services	Vouchers	Contracts	Operating Entity
1. Job Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Job Placement Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Post-Employment Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Retention and Support Services	<input type="checkbox"/>			
5. Individual Development Accounts	<input type="checkbox"/>			

1. Job Readiness

2. Job Placement Services

3. Post-Employment Services

4. Job Retention and Support Services

5. Individual Development Accounts

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Part III — Section B (1) Overall Service Strategy

Describe the overall service strategy which will be used for the targeted populations and how it will support the local CalWORKs plan.

Part III — Section B (2) Service Determination

Describe how the PIC and the CWD will determine appropriate services for the individual participants.

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Part III — Section B (3) Service Strategy Results

Describe how this strategy will result in placement/retention and will lead to long-term self-sufficiency. Include a description of your labor market, how your service strategy helps meet local labor market needs, and how you will involve employers in meeting your objectives.

Part III — Section B (4) Job Retention and Support Services

Describe the process you will use to ensure that job retention and support services are not otherwise available to WtW Grant Program participants, and that these services are coordinated with the CalWORKs program and other local entities.

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PART IV — COORDINATION

Part IV — Section A (1) Coordination with Local Partners

Check the local partners and describe your efforts to coordinate planning and service delivery including the role each partner will play and the specific agreements reached.

- | | |
|---|---|
| 1. <input type="checkbox"/> CWDs | 10. <input type="checkbox"/> Housing agencies |
| 2. <input type="checkbox"/> JTPA programs | 11. <input type="checkbox"/> Transportation agencies |
| 3. <input type="checkbox"/> Education institutions, including those which administer the Child Care Development Block Grant | 12. <input type="checkbox"/> County Alcohol and Drug Treatment Agencies |
| 4. <input type="checkbox"/> Community Colleges | 13. <input type="checkbox"/> The business community |
| 5. <input type="checkbox"/> One-Stop Career Centers | 14. <input type="checkbox"/> Faith-based organizations |
| 6. <input type="checkbox"/> The Job Service | 15. <input type="checkbox"/> Economic development entities |
| 7. <input type="checkbox"/> The local Labor Market Information representative | 16. <input type="checkbox"/> Foundations |
| 8. <input type="checkbox"/> WtW Governor's 15 Percent subgrantees | 17. <input type="checkbox"/> Community-based organizations |
| 9. <input type="checkbox"/> WtW DOL Competitive 25 Percent subgrantees | 18. <input type="checkbox"/> Others (Please list) |

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Part IV — Section B (1) Leveraging WtW Resources

Describe your efforts to use the WtW Grant Program funding to leverage other local resources.

Part IV — Section B (2) Leveraged Resources Qualified as State Match

Identify any of the leveraged resources you have generated or for which commitments have been made, including the source, amount and type (either cash or in-kind), and whether such resources could be counted in meeting future federal match requirements. Describe how these resources will be used to support the local WtW Grant Program.

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PART V — PERFORMANCE AND OVERSIGHT

Part V — Section A (1) Performance Goals

FY 1998

Performance Goal	Planned Statewide Goal	Overall Planned SDA Goal	Description of How the SDA Goal is Derived
Entered Unsubsidized Employment	45%		
Job Retention at six months	70%		
Increase in Earnings Rate	10%		

FY 1999

Performance Goal	Planned Statewide Goal	Overall Planned SDA Goal	Description of How the SDA Goal is Derived
Entered Unsubsidized Employment	45%		
Job Retention at six months	70%		
Increase in Earnings Rate	10%		

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Part V — Section B (1) Oversight Plan

Describe your oversight plan for the WtW Grant Program, including a description of the oversight activities of the PIC and the CEOs. The plan should include monitoring strategies, policy development, and program evaluation.

PART VI — FINANCIAL MANAGEMENT SYSTEM

Part VI — Section A Financial Management System

Describe your financial management system for accounting for and reporting WtW Grant Program funds in accordance with the appropriate federal requirements. Include a description of how that system meets allowable cost principles and how it will report WtW expenditures and program income on the accrual basis of accounting. In addition, describe your procurement policies and procedures for awarding WtW Grant Program funds to subrecipients, and include elements such as competitive bid procedures, conflict of interest, code of conduct, and debarment and suspension.

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FISCAL YEAR 1998 EXPENDITURE PLAN

Part VII – Section A (1) Expenditure Plan

		Total
A. Total FY 1998 Allocation		\$
B. Planned Total Expenditure for 70% Eligibles	\$	
C. Planned Total Expenditure for 30% Eligibles	\$	
D. Planned Total Administration	\$	
E. Planned Total Information Technology	\$	
F. Planned Total Program	\$	
G. Planned Cumulative Expenditures		
1. First year-June 1998 through June 1999 expenditures		\$
2. Second yr.-quarter 1 (July 1999 - Sept. 1999)		\$
3. Second yr.-quarter 2 (Oct. 1999 - Dec. 1999)		\$
4. Second yr.-quarter 3 (Jan. 2000 - Mar. 2000)		\$
5. Second yr.-quarter 4 (April. 2000 - June 2000)		\$
6. Third yr.-quarter 1 (July 2000 - Sept. 2000)		\$
7. Third yr.-quarter 2 (Oct. 2000 - Dec. 2000)		\$
8. Third yr.-quarter 3 (Jan. 2001 - Mar. 2001)		\$
9. Third yr.-quarter 4 (April 2001 - June 2001)		\$

Part VII – Section A (2) Planned Expenditure by Activity

Activity	Total Planned Expenditure
A. Job Readiness	\$
B. Job Placement	\$
C. Post Employment	\$
D. Community Service	\$
E. Work Experience	\$
F. Job Creation Wage Subsidies	\$
G. On-the-Job Training	\$
H. Job Retention and Support Services	\$
I. Individual Development Accounts	\$
J. Total	\$

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FISCAL YEAR 1999 EXPENDITURE PLAN

Part VII – Section A (1) Expenditure Plan

		Total
A. Total FY 1999 Allocation		\$
B. Planned Total Expenditure for 70% Eligibles	\$	
C. Planned Total Expenditure for 30% Eligibles	\$	
D. Planned Total Administration	\$	
E. Planned Total Information Technology	\$	
F. Planned Total Program	\$	
G. Planned Cumulative Expenditures		
1. First year- quarter 1 (July 1999 - Sept. 1999)		\$
2. First year- quarter 2 (Oct. 1999 - Dec. 1999)		\$
3. First year- quarter 3 (Jan. 2000 - Mar. 2000)		\$
4. First year- quarter 4 (April 2000 - June 2000)		\$
5. Second yr.- quarter 1 (July 2000 - Sept. 2000)		\$
6. Second yr.- quarter 2 (Oct. 2000 - Dec. 2000)		\$
7. Second yr.- quarter 3 (Jan. 2001 - Mar. 2001)		\$
8. Second yr.- quarter 4 (April. 2001 - June 2001)		\$
9. Third yr.- quarter 1 (July 2001 - Sept. 2001)		\$
10. Third yr.- quarter 2 (Oct. 2001 - Dec. 2001)		\$
11. Third yr.- quarter 3 (Jan. 2002 - Mar. 2002)		\$
12. Third yr.- quarter 4 (April 2002 - June 2002)		\$

Part VII – Section A (2) Planned Expenditure by Activity

Activity	Total Planned Expenditure
A. Job Readiness	\$
B. Job Placement	\$
C. Post Employment	\$
D. Community Service	\$
E. Work Experience	\$
F. Job Creation Wage Subsidies	\$
G. On-the-Job Training	\$
H. Job Retention and Support Services	\$
I. Individual Development Accounts	\$
J. Total	\$

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FISCAL YEAR 1998 PARTICIPANT PLAN

Part VII Section B (1) Quarterly Participant Plan

	Fiscal Quarter Ending Date											
	Sept 1998	Dec. 1998	Mar. 1999	June 1999	Sept. 1999	Dec. 1999	Mar. 2000	June 2000	Sept. 2000	Dec 2000	Mar 2001	June 2001
A. Total participants served												
1. Required beneficiaries (70% eligibles)												
2. Other eligibles (30% eligibles)												
B. Total participants placed in unsubsidized employment												
C. Total participants retained six months in unsubsidized employment												
D. Total participants terminated												

Part VII Section B (2) Planned Enrollments by Activity

Activity	Total Planned Participants*
A. Job Readiness	
B. Job Placement	
C. Post Employment Services	
D. Community Service	
E. Work Experience	
F. Job Creation Wage Subsidies	
G. On-the-Job Training	
H. Job Retention and Support Services	
I. Individual Development Accounts	

*Note: Participants may be enrolled in multiple activities. Therefore, this column will not sum to total participants served.

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FISCAL YEAR 1999 PARTICIPANT PLAN

Part VII Section B (1) Quarterly Participant Plan

	Fiscal Quarter Ending Date											
	Sept 1999	Dec. 1999	Mar. 2000	June 2000	Sept. 2000	Dec. 2000	Mar. 2001	June 2001	Sept. 2001	Dec 2001	Mar 2002	June 2002
A. Total participants served												
1. Required beneficiaries (70% eligibles)												
2. Other eligibles (30% eligibles)												
B. Total participants placed in unsubsidized employment												
C. Total participants retained six months in unsubsidized employment												
D. Total participants terminated												

Part VII Section B (2) Planned Enrollments by Activity

Activity	Total Planned Participants*
A. Job Readiness	
B. Job Placement	
C. Post Employment Services	
D. Community Service	
E. Work Experience	
F. Job Creation Wage Subsidies	
G. On-the-Job Training	
H. Job Retention and Support Services	
I. Individual Development Accounts	

*Note: Participants may be enrolled in multiple activities. Therefore, this column will not sum to total participants served.

Summary of Welfare to Work Plans

Plan/Summary	Sign off Entity	Approving/ Certifying Entity
Temporary Assistance for Needy Families (TANF) Funding Plan - Funding targeted specifically to serve TANF recipients. Plan outlines services and instruction needed to serve CalWORKs recipients.	Community Colleges	Chancellor of Community Colleges
CalWORKs Program Plan - Plan to expand and redesign programs to better serve CalWORKs recipients. Funds are allocated for curriculum development and redesign, child care, work/study, job development/placement, and coordination.	Community Colleges	Chancellor of Community Colleges
TANF Plan– State plan for receipt of federal funds to implement CalWORKS.	Department of Social Services	Health & Human Services Agency
Welfare-to-Work (WtW) Formula Grants State Plan – State plan for receipt of formula grant funds to move hard-to-employ TANF recipients into unsubsidized jobs.	Employment Development Department (EDD)	Department of Labor
County Plans for CalWORKs – Plans describe how the county intends to deliver the full range of activities and services necessary to move CalWORKs recipients from Welfare-to-Work.	County Welfare Departments (CWD)	Department of Social Services
Educational County Plan – A local plan, with specified components, detailing the provision of instructional and job training services to CalWORKs recipients within that county.	County Superintendent of Education, local community college districts, local adult education, CWD, and directors of job training programs	County Welfare Department
CalWORKs Joint Funding Plan – Joint application to determine how local funds will be disseminated.	Adult Education and Regional Occupation Centers	Department of Education
Workforce Preparation and Economic Development Plan - An integrated state workforce development plan for service delivery, resource investment, and performance measures.	Health and Human Services Agency	Legislature
Formula WtW Grants Local Plan – Local plan for receipt of formula grant funds to move hard-to-employ TANF recipients into unsubsidized jobs.	PIC chair, the CEO, and County Board(s) of Supervisors within the SDA	Employment Development Department

Plan/Summary	Sign off Entity	Approving/ Certifying Entity
Job Creation Plan for CalWORKS Recipients – Strategic plan that outlines job creation activities that will provide employment for recipients of aid.	County Board of Supervisors	Trade and Commerce Agency
Child Care and Development Plan - A local countywide child care plan designed to mobilize public and private resources to address identified needs.	Local Planning Council consisting of consumers, child care providers, and public agency representatives	Department of Education